

## GENERAL INFORMATION

Full name \_\_\_\_\_ Home phone \_\_ (\_\_\_\_) \_\_\_\_\_

Home address \_\_\_\_\_ Cell phone \_\_ (\_\_\_\_) \_\_\_\_\_

City/State/ZIP \_\_\_\_\_ Email \_\_\_\_\_

Date of birth \_\_\_\_\_ Request:  Freshmen & Sophomore year

Student ID no \_\_\_\_\_  Freshmen year only

Male  Female  Sophomore year only

**Note:** Requesting housing at a later date is encouraged and will replace any exemption on file.

## EXEMPTION REASON

I would like to request an exemption from the housing requirement for the following reason (check one):

- I live locally at home or with relatives

**Please provide:** A signed letter from the family member(s) you live with verifying:

- Their relationship to you
- The local address
- That you will reside with them during the requested time-frame

You may live with any family member or relative who is over the age of 21. The address must be within commuting distance.

- I'm married or will be married during the academic year

**Please provide:** A photocopy of your marriage certificate or a wedding announcement with a letter signed by the couple.

- My children, or other dependents, live with me

**Please provide:** A photocopy of the dependent(s) birth certificate(s) and/or tax returns showing exemptions claimed for dependent(s).

- I'll be 21 or older by the end of the academic year

- I'm more than two years out of high school

- I will hold less than 12 units for the semester(s) enrolled

**Please note:** Undergrads are still eligible for housing as long as they hold at least seven (7) units.

- It's a financial necessity for me to live off campus

**Please complete the back of this form and provide the letter(s) required.** Approval determined by the University Exceptions Review Committee.

Your signature below verifies that the information provided is accurate and complete. Any false or misleading information may result in disciplinary action.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For office use only    Approved \_\_\_\_\_    Not Approved \_\_\_\_\_    Date \_\_\_\_\_

### Complete the following:

- I have completed the appropriate FAFSA and have spoken with an Account Specialist (OneStop) about financial aid options before submitting this exemption request.
- I have attached a signed letter/petition that includes answers to the questions below:
  - What financial hardship is causing the need for you to live off campus? (i.e. – loss of income, aid, etc.)
  - Will this affect your ability to return to APU as a student? Why?
  - What options has your Account Specialist at the OneStop offered?
  - Where will you live?
  - How much money would you save off campus?
    - How much is your rent?
    - How much are utilities? (i.e. - electricity, gas, internet, etc.)
    - How far is the commute?
    - What is your cost in gasoline?
  - Who will you live with?
    - Provide information about who you will live with (friends, responded to an ad, etc.)
    - Provide names/ID#s if you wish to room with other APU students off campus.

### Complete one of the following:

- My parent(s) or legal guardian's financial situation affects my need to move off campus and I have included a signed letter from them explaining their situation.
- My parent(s) or legal guardian's financial situation does not affect my need to move off campus and that is explained in my attached letter/petition.

### Next Steps:

Once a request is fully completed and submitted, it will be sent to the University Exceptions Review Committee. It takes approximately 1-2 weeks to receive a decision. This committee has representation from a variety of offices on campus including but not limited to Communiversity, OneStop, Admissions, and Athletics. The committee's decision is based on whether the benefits received by living off campus during the financial hardship will outweigh the overall benefits of living on campus as deemed appropriate by the university. As this is already a formal appeal process, the committee's decision is final.



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